

FY 2000-01 BUDGET

SUMMARY OF REVENUES AND EXPENDITURES

Section Title: **GENERAL FUND**

Section/Index No: **672105**

Sub-Object No. and Title	Adopted 1999-00	Requested 2000-01	Difference	Percent Change
<u>REVENUES:</u>				
<u>TAXES</u>				
1000 Prop Taxes - CY Secured	\$2,184,000	\$2,390,000	\$206,000	9.43%
1020 Prop Taxes - CY Supplemental	18,564	25,000	6,436	34.67%
1040 Prop Taxes - CY Unsecured	72,000	91,000	19,000	26.39%
1266 Timber Yield Tax	1,750	4,000	2,250	128.57%
Subtotal Taxes	\$2,276,314	\$2,510,000	\$233,686	10.27%
<u>USE OF MONEY</u>				
1700 Interest on Pooled Cash	\$90,000	\$100,000	\$10,000	11.11%
Subtotal Use of Money	\$90,000	\$100,000	\$10,000	11.11%
<u>INTERGOVERNMENTAL REVENUE</u>				
2440 St - HOPTR	\$50,960	\$49,000	(\$1,960)	(3.85%)
2901 County	100,000	110,000	10,000	10.00%
Subtotal Intergovernmental Revenue	\$150,960	\$159,000	\$8,040	5.33%
<u>CHARGES FOR SERVICES</u>				
3144 Plan Check / Drainage Review	\$200,000	\$200,000	\$0	0.00%
3145 Plans / Specs	300	300	0	0.00%
Subtotal Charges for Service	\$200,300	\$200,300	\$0	0.00%
<u>OTHER FINANCING SOURCES</u>				
4680 L.T. Debt Proceeds	2,263,117	0	(2,263,117)	(100.00%)
Subtotal Other Financing Sources	\$2,263,117	\$0	(\$2,263,117)	(100.00%)
TOTAL REVENUES	\$4,980,691	\$2,969,300	(\$2,011,391)	(40.38%)

SUMMARY OF REVENUES AND EXPENDITURES Index No.: 672105

Sub-Object No. and Title	Adopted 1999-00	Requested 2000-01	Difference	Percent Change
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EXPENDITURES:

SALARIES AND BENEFITS

5100 Permanent Positions	\$10,756,516	\$12,125,464	\$1,368,948	12.73%
5110 Extra Help	559,702	523,392	(36,310)	(6.49%)
5120 Overtime	257,551	260,545	2,994	1.16%
5140 Premium Pay	15,965	16,538	573	3.59%
5150 Vacation Pay	36,259	37,675	1,416	3.91%
5160 Shift Differential	22,772	23,491	719	3.16%
5190 Agency / Extra Help	34,858	36,250	1,392	3.99%
5210 County Retirement	1,260,872	1,454,616	193,744	15.37%
5220 FICA	884,625	987,991	103,366	11.68%
5300 Health Insurance	885,650	1,096,808	211,158	23.84%
5310 Disability	127,673	158,159	30,486	23.88%
5320 Dental Insurance	119,737	127,663	7,926	6.62%
5330 Life Insurance	13,683	13,141	(542)	(3.96%)
5340 Vision Insurance	33,618	41,068	7,450	22.16%
5400 Workers' Compensation	0	517,465	517,465	N/A
5500 Other Benefits	2,432	2,493	61	2.51%
5900 Salary Savings	(600,000)	(700,000)	(100,000)	16.67%
5901 Final Budget Adjustment	235,000	(536,829)	(771,829)	(328.44%)
5940 Workers' Comp-Loc Bds	0	269,000	269,000	N/A
Subtotal Salaries & Benefits	\$14,646,913	\$16,454,930	\$1,808,017	12.34%

SERVICES AND SUPPLIES

6020 Clothing / Personal	\$70,000	\$70,000	\$0	0.00%
6040 Communications	110,000	130,000	20,000	18.18%
6042 Paging Services	9,000	9,000	0	0.00%
6080 Household Expense	3,000	1,000	(2,000)	(66.67%)
6103 Liability Insurance	65,118	58,347	(6,771)	(10.40%)
6110 Reimb of Employee Damage	500	500	0	0.00%
6140 Maintenance - Equipment	85,000	90,000	5,000	5.88%
6262 Lab Supplies	25,000	25,000	0	0.00%
6280 Memberships	26,000	26,000	0	0.00%
6400 Office Expense	70,000	70,000	0	0.00%
6410 Postage	20,000	20,000	0	0.00%
6415 Books / Periodicals	15,000	15,000	0	0.00%
6430 Printing Services	22,000	22,000	0	0.00%
6461 Supplies / Expenses	180,000	180,000	0	0.00%
6512 Testing / Analysis	5,000	5,000	0	0.00%
6514 Lab Services	5,000	5,000	0	0.00%
6516 Data Processing Services	10,000	10,000	0	0.00%
6521 County Services	140,000	226,000	86,000	61.43%
6570 Consultant Services	100,000	150,000	50,000	50.00%

SUMMARY OF REVENUES AND EXPENDITURES Index No.: 672105

Sub-Object No. and Title	Adopted 1999-00	Requested 2000-01	Difference	Percent Change
<u>SERVICES AND SUPPLIES (Continued)</u>				
6573 Administration Costs	61,000	61,000	0	0.00%
6610 Legal Services	60,000	175,000	115,000	191.67%
6629 Fiscal Accounting Services	347,678	361,585	13,907	4.00%
6630 Audit / Accounting Services	45,000	35,000	(10,000)	(22.22%)
6651 Optometric Services	1,000	1,000	0	0.00%
6654 Medical Examinations	10,000	10,000	0	0.00%
6739 Canon Manor District	25,000	0	(25,000)	(100.00%)
6800 Public / Legal Notices	5,000	5,000	0	0.00%
6820 Rents and Leases - Equipment	32,000	35,000	3,000	9.38%
6821 Rents and Leases - D P Equip	20,000	20,000	0	0.00%
6840 Rents and Leases - Bldgs/Imp	824,000	975,400	151,400	18.37%
6880 Small Tools - Instruments	153,850	92,000	(61,850)	(40.20%)
6889 Software	125,000	143,000	18,000	14.40%
6890 Computer Hardware	66,000	67,000	1,000	1.52%
7022 Public Relations Expense	1,000	1,000	0	0.00%
7052 Out of State Use Tax	1,500	1,500	0	0.00%
7110 Prof Dev - Admin Mgt	20,000	20,000	0	0.00%
7111 Prof Dev - Confidential	1,200	2,000	800	66.67%
7112 Prof Dev - WCE	12,000	12,000	0	0.00%
7120 In-Service Training	60,000	60,000	0	0.00%
7130 Tuition / Textbook - Nontaxable	10,000	15,000	5,000	50.00%
7206 Equipment Usage Charge	100,000	100,000	0	0.00%
7217 State Permits / Fees	20,000	10,000	(10,000)	(50.00%)
7250 Reimbursable Projects	100,000	110,000	10,000	10.00%
7302 Travel Expense	45,000	50,000	5,000	11.11%
7303 Private Car Expense	25,000	25,000	0	0.00%
7400 County Data Processing	14,457	15,035	578	4.00%
Subtotal Services and Supplies	\$3,146,303	\$3,515,367	\$369,064	11.73%
<u>OTHER CHARGES</u>				
7920 Interest	\$10,000	\$10,000	\$0	0.00%
7930 Interest-L.T. Debt	\$2,263,117	\$0	(\$2,263,117)	(100.00%)
7960 Rights of Way	2,000	2,000	0	0.00%
8010 Contribution Non-Co Govt	25,000	0	(25,000)	(100.00%)
Subtotal Other Charges	\$2,300,117	\$12,000	(\$2,288,117)	(99.48%)
<u>FIXED ASSETS</u>				
8519 Interest Expense	\$0	\$0	\$0	N/A
8560 Equipment	15,000	75,000	60,000	400.00%
8561 Office Equipment	30,000	30,000	0	0.00%
8562 Computer Equipment	50,000	157,500	107,500	215.00%
8571 Field Equipment	0	16,000	16,000	N/A
8572 Lab Equipment	16,000	0	(16,000)	(100.00%)
8574 Shop Equipment	32,000	0	(32,000)	(100.00%)
Subtotal Fixed Assets	\$143,000	\$278,500	\$135,500	94.76%

SUMMARY OF REVENUES AND EXPENDITURES Index No.: 672105

Sub-Object No. and Title	Adopted 1999-00	Requested 2000-01	Difference	Percent Change
<u>OTHER FINANCING USES</u>				
8621 OT - W/in General Fund - BOS	\$500,000	\$500,000	\$0	0.00%
8625 OT - W/in Special Dist - BOS	1,000,000	2,000,000	1,000,000	100.00%
<i>Subtotal Other Financing Uses</i>	\$1,500,000	\$2,500,000	\$1,000,000	66.67%
<u>REIMBURSEMENTS</u>				
8709 Reimbursements - Interfund	(\$17,100,000)	(\$19,800,000)	(\$2,700,000)	15.79%
<i>Subtotal Reimbursements</i>	(\$17,100,000)	(\$19,800,000)	(\$2,700,000)	15.79%
<u>RESIDUAL EQUITY TRANSFER</u>				
8865 RET - W/in Special Dist - BOS	\$1,000,000	\$0	(\$1,000,000)	(100.00%)
<i>Subtotal Residual Equity Transfer</i>	\$1,000,000	\$0	(\$1,000,000)	(100.00%)
<u>APPROPRIATIONS FOR CONT</u>				
9000 Appropriations for Contingencies	\$500,000	\$500,000	\$0	0.00%
<i>Subtotal Approp. for Contingencies</i>	\$500,000	\$500,000	\$0	0.00%
TOTAL EXPENDITURES	\$6,136,333	\$3,460,797	(\$2,675,536)	(43.60%)
GROSS EXPENDITURES				
<i>(Without Reimbursements)</i>	\$23,236,333	\$23,260,797	\$24,464	0.11%
TOTAL NET COST	\$1,155,642	\$491,497	(\$664,145)	(57.47%)
<i>(Expenditures Minus Revenues)</i>				

FY 2000-01 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character Title: Taxes

Character No.: 672105-10

1000 Prop Taxes - CY Secured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1020 Prop Taxes - CY Supplemental

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1040 Prop Taxes - CY Unsecured

The amount requested for property tax revenue is based on prior year actuals and current year estimates from the Auditor-Controller's office.

1266 Timber Yield Tax

Timber Yield taxes are calculated and collected by the State.

Character: Use of Money and Property

Character No.: 672105-17

1700 Interest on Pooled Cash

This account records interest on pooled cash held for the Agency by the County Treasurer's office. Estimated interest is projected based on cash on hand and current interest rate trends.

Estimated Average Cash Balance	\$2,000,000
Projected Interest Rate	5.00%
Projected/Planned Interest on Pooled Cash	\$100,000

Character: Intergovernmental Revenue

Character No.: 672105-20

2440 St - HOPTR

Home Owner Property Tax Relief revenues are received from the State as reimbursement for property tax revenues lost due to the Home Owners Exemption. The amount requested is based on prior year actuals and current year estimates from the Auditor-Controller's office.

2901 County

This item records revenue received as reimbursement for services provided to other county departments, cities and governmental agencies. Costs for services are charged to sub-object 7250, Reimbursable Projects. This sub-object will fluctuate from year to year based on need. The FY 00-01 amount anticipates an agreement with the County's Permit and Resource Management Department for reimbursement of costs associated with work on the Aggregate Resources Management (ARM) Plan.

FY 2000-01 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Charges for Services

Character No.: 672105-30

3144 Plan Check / Drainage Review

This item records service revenues received from plan checking and developmental reviews. No increases in revenue are anticipated based on prior year actuals and current year estimates of workload.

3145 Plans / Specs

This item records revenue which is generated from the sales of plans and specs for Agency projects that are put out to bid.

Character: Other Financing Sources

Character No.: 672105-46

4680 L.T. Debt Proceeds

This item was budgeted in FY 99-00 to establish appropriations necessary for the recognition of accrued interest on the unpaid principal of the Warm Springs Dam Federal Contract. This accounting entry will be booked in the Warm Springs Dam General Fund, which has been established as of FY 00-01.

FY 2000-01 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Salaries and Employee Benefits

Character No.: 672105-50

5100 Permanent Positions

All Agency employees are budgeted in the Agency's General Fund. Hourly charges are then cost applied to the various enterprise and non-enterprise activities, reimbursing the General Fund.

Reconciliation of Permanent Positions:

FTE

FY 99-00 Adopted Budget:

203.00

FY 99-00 Authorized Mid-Year Position Changes:

Add: 1 Deputy Chief Engineer - Operations
3 WA Engineer - Permit Compliance, Engineering
2 Water Conservation Specialist
1 Technical Writing Specialist
1 Engineering Technician III
1 Clerk Typist III
1 Clerk Typist II

FY 99-00 Mid-Year Net Increase / (Decrease)

10.00

213.00

FY 00-01 Requested Position Changes:

Add: 1 WA Principal Engineer - Operations
2 WA Engineer - Engineering Design
1 Technical Writing Specialist
1 Technical Writing Manager - Operations
1 Electrical/Instrument Technician
1 WA Senior Plant Operator
1 WA Mechanic - Apprentice
1 Industrial Waste Inspector
2 Department Analyst

Delete: 1 Engineering Technician IV

FY 00-01 Net Increase / (Decrease)

10.00

10.00

FY 00-01 Requested Permanent Positions

223.00

FY 2000-01 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Salaries and Employee Benefits (continued)

Character No.: 672105-50

5110 Extra Help

Extra Help is required to replace personnel who have resigned, are on long-term temporary unpaid leave, or to provide additional assistance for temporary projects. Extra Help is limited to filling extremely sensitive positions which are anticipated to be vacant for a period that would disrupt departmental operations. Normally it is limited to positions that are in an unpaid status.

<u>Job Class</u>	<u>Hours</u>	<u>FTE</u>	<u>Amount</u>
Clerk Typist III	2,080	1.00	\$29,537
Account Clerk II	2,080	1.00	29,423
Student Intern	16,640	8.00	151,203
Water Conservation Specialist	2,080	1.00	48,563
Engineering Technician III	6,240	3.00	136,540
Water Agency Principal Engineer	2,080	1.00	70,752
General Manager	1,040	0.50	57,374
<i>Total</i>		15.50	\$523,392

5120 Overtime

<u>Job Class</u>	<u>Hours</u>	<u>FTE</u>	<u>Amount</u>
Clerk Typist III	500	0.24	\$12,569
Technical Writing Specialist	200	0.10	8,570
Senior Environmental Specialist	1,040	0.50	44,574
Engineering Technician III	1,040	0.50	40,466
Water Agency Maintenance Worker II	1,600	0.77	44,289
Water Agency Maintenance Supervisor	208	0.10	8,674
Water Agency Plant Operator	2,080	0.50	39,585
Water Agency Mechanic	1,040	0.50	39,437
Water Agency Mechanic Supervisor	520	0.25	22,381
<i>Total</i>		3.46	\$260,545

5190 Agency / Extra Help

Agency Extra Help is required to replace personnel who have resigned, are on long-term temporary unpaid leave, or to provide additional assistance for temporary projects. Help is limited to extremely sensitive positions that are anticipated to be vacant for a period that would severely disrupt departmental operations. It is normally confined to positions that are in an unpaid status.

This account differs from 5110 Extra Help in that personnel are hired through a temporary services agency rather than through the County personnel system. It is again expected that the needs for agency extra help during FY 00-01 will be in the areas of clerical support and drafting.

FY 2000-01 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies

Character No.: 672105-60

6020 Clothing/Personal

PCAS No. Various Overhead, ie: 111, 114, 122

The Memorandum of Understanding requires Agency to furnish uniforms and safety apparel as well as to provide laundry service for clothing.

6040 Communications

PCAS No. Various

This item is requested to cover the Agency's communication costs for radio, telephone, and data line charges. The increase reflects current expenditure history which includes the addition of cellular phones for new staff members whose work requires travel around the many Agency facilities.

6042 Paging Services

PCAS No. Various Overhead, ie: 111, 114, 122

This item is requested to provide funds for pager rental. There is no anticipated change in annual costs.

6080 Household Expense

PCAS No. 108-1

This item is requested to provide funds for cleaning and household supplies.

6103 Liability Insurance

PCAS No. 108-5

The amount requested for liability insurance in FY 00-01 is based on estimates from Risk Management which were provided as part of the County Administrator's budget instructions.

6110 Reimb of Employee Damage

PCAS No. Various Overhead

Reimbursement of Employee Damage is to cover the cost of damage to personal items while performing assigned duties. Amount budgeted is at the same level as the prior fiscal year's adopted budget.

6140 Maintenance - Equipment

PCAS No. 623, 927

This item records the cost of maintenance and repair of the Agency's data processing equipment and shop equipment.

6262 Lab Supplies

PCAS No. 120-1

This item is requested to provide funds for lab supplies utilized at the Russian River lab to perform required lab tests for the various West County wastewater treatment plants. Costs are allocated to specific plants based on number and type of test performed.

6280 Memberships

PCAS No. 108-1, 111, 114, 122

This item is requested to provide funds for memberships in various professional and technical organizations.

6400 Office Expense

PCAS No. 108-1 and Various Overhead

This account records non-capitalized office expenses. No change in expenditure is anticipated.

6410 Postage

PCAS No. Various

This item is requested to cover the costs of the Agency's postage. No change in expenditure is anticipated.

6415 Books/Periodicals

PCAS No. 108-1, 111, 114, 122

This item records the cost of books, periodicals and other publications required by Agency staff to keep abreast of changes in laws, standards or technology as it pertains to Agency responsibilities or projects.

FY 2000-01 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies (continued)

Character No.: 672105-60

6430 Printing Services

PCAS No. Various

This item is requested to cover the costs of printing services, which are primarily furnished by the County Reprographics Department.

6461 Supplies/Expenses

PCAS No. Various Overhead

Supplies / Expenses covers the costs of operational supplies used by various divisions of the Agency. There are no anticipated increases for FY 99-00.

6512 Testing/Analysis

PCAS No. 3230-1

This item records costs of quality control / quality assurance to comply with Environmental Laboratory Accreditation Program (ELAP) standards within the sanitation zones and districts.

6514 Lab Services

PCAS No. 120-1

This item records the non-salary costs to test wastewater samples at the Russian River Treatment Plant, or by outside lab services, for West County sanitation zones and districts. Costs are allocated to the various West County sanitation zones and districts based on the number and types of lab tests performed. Cost reimbursements are recorded in sub-object 8709, Reimbursements.

6516 Data Processing Services

PCAS No. 108-9

This request covers the costs of various data processing supplies and services. This item is budgeted at the same level as FY 99-00.

6521 County Services

PCAS No. Various

County Services covers the costs of services provided by other county departments, as specified in agreements. The FY 00-01 budget includes assumes the following costs:

Clerk of the Board	108-13	100,000
County Administrator's Office	108-14	40,000
County Auditor-Controller	108-12	16,000
County Personnel	123-02	95,060

6570 Consultant Services

PCAS No. Various

This item covers the costs of services provided by outside consultants. This request includes \$6,000 for the Automated Records Management System, and \$144,000 for unanticipated consultant services which may be required during FY 00-01.

6573 Administration Costs

PCAS No. TBD

This item records the charge from the Auditor-Controller's Office to collect property taxes on the tax roll.

FY 2000-01 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies (continued)

Character No.: 672105-60

6610 Legal Services

PCAS No. 108-8 and Various

This account reflects the estimated cost of legal services to be provided by County Counsel and outside legal counsel, as required. The requested appropriations for legal services are increased significantly due to the number of technical, legal and regulatory matters impacting Agency operations.

6629 Fiscal Accounting Service

PCAS No. 108-12

This item records the direct charge for services provided by the Fiscal Services Section of the County Auditor Controller's Office for staff costs attributed to Agency accounting.

6630 Audit/Accounting Services

PCAS No. 108-12

Audit / Accounting Services covers the costs of the Agency's annual audit, including Sanitation Zones of Benefit, and accounting services provided by the Auditor - Controller's Office.

6651 Optometric Services

PCAS No. 108-1, 111, 114, 122

This item is requested to cover the costs of optometric services in providing safety glasses for various employees. No increase is requested.

6654 Medical Examinations

PCAS No. 108-1, 111, 114, 122

This item is requested to provide funds for medical exams for personnel required to have special drivers licenses or those exposed to hazardous materials. The budget allows for medical costs which may be incurred with the implementation of the Department of Transportation Drug and Alcohol regulations. Costs associated with first-aid, not charged to Workers Compensation costs, are also recorded in this account.

6800 Public/Legal Notices

PCAS No. Various

This item is requested to provide funds for publishing notices required by law. No change is requested.

6820 Rents/Leases - Equip

PCAS No. 108-7, 108-11

Rents and Leases - Equipment covers the costs of renting copiers, fax machines and other equipment as needed. Increased appropriation requests will cover costs for new copier rental agreements entered into in FY 99-00.

6821 Rents/Leases - DP Equip

PCAS No. 108-9

This item covers the costs of leasing computer equipment. No change is requested.

FY 2000-01 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies (continued)

Character No.: 672105-60

6840 Rents/Leases - Bldgs/Impr

This item is requested to cover the costs of leasing facilities for the Agency's Water Conservation, Inspection, Development Review, Environmental, Water Quality/Supply Planning, Engineering Design, Survey, Drafting, Right of Way, Governmental Affairs and Public Information Sections. The Agency has negotiated a fifth amendment to the current lease agreement, increasing the amount of leased space to 18,141 square feet in the Santa Rosa Corporate Center. The lease term has been extended through to February 14, 2003. This item also includes the rental expense to cover the operation, maintenance and depreciation costs of the Agency's facilities, as recorded in the Facilities Fund. A new request is included for the cost of renting two trailers for the environmental and operations divisions.

Lease Cost - FY 00-01	PCAS No. 108-10	\$350,400	
Rental Cost - 2 trailers	PCAS No. 122-01 & 111-01	\$40,000	
Rent Charge - Facilities Fund	PCAS No. 108-20	585,000	
Total		<u>\$975,400</u>	

6880 Small Tools/Instruments

PCAS No. Various Overhead

This item is requested to provide funds for the purchase of office furniture, small tools, instruments and equipment that are individually under \$5,000.

Electrical Section

PCAS No. 111

Multi-function calibrators	12,000	
Digital camera	1,000	
Portable transmission impairment measuring set	<u>9,000</u>	\$22,000

Maintenance and Mechanic Services

PCAS No. 111

Lease line tester	9,000	
Miscellaneous	<u>9,000</u>	\$18,000

Office Furniture

PCAS No. 3303

Desk Chairs	20 @ \$500	10,000	
New staff - furniture		30,000	
Miscellaneous		<u>12,000</u>	\$52,000
Total			<u><u>\$92,000</u></u>

FY 2000-01 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies (continued)

Character No.: 672105-60

6889 Software

PCAS No. 108-9

This item provides funds for various productivity software packages to be used by different sections within the Agency. The FY 00-01 request includes \$13,000 for imaging software required for the Automated Records Management System, and \$130,000 for the computer instrumentation and application support section.

6890 Computer Hardware

This item is requested to fund the purchase of seven laptop computers for the Operations Division (\$21,000), an upgrade of the ethernet network infrastructure at the College Avenue site (\$25,000), a color printer for the electronics section (\$1,000) and anticipated hardware additions required for new staff members (\$20,000). It is expected that the component items in these requests will not meet the Fixed Asset threshold of \$5,000.

7022 Public Relations Expense

PCAS No. 108-1

Public Relations Expense includes the costs of special meetings and luncheons sponsored by the Agency.

7052 Out of State Use Tax

PCAS No. Various

This item budgets the use tax anticipated to be collected by the State of California on purchases made from out-of-state vendors.

7110 Prof Dev - Admin Management

PCAS No. 108-1, 111, 114, 122, 123

This request is for Professional Development funds for administrative management personnel.

7111 Prof Dev - Confidential

PCAS No. 108-1, 123-2

This request is for Professional Development funds for confidential employees. The increased request reflects the level of use of this benefit.

7112 Prof Develop - WCE

PCAS No. 111, 114

This request is for Professional Development funds for the Agency's engineers.

7120 Training-In-Service

PCAS No. Various Overhead

This line item is necessary to provide training to Agency employees to meet safety regulations, to keep abreast of changing industry standards, and to provide employees with the knowledge necessary to do their jobs.

7130 Tuition/Textbook

PCAS No. Various Overhead

Tuition / Textbook-Nontaxable is requested to cover the costs of employee development and tuition reimbursement program, as authorized by various labor agreements. The increased request reflects the level of use of this benefit.

FY 2000-01 BUDGET
CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Services and Supplies (continued)

Character No.: 672105-60

7206 Equipment Usage Charge

PCAS No. Various Overhead

This item records equipment usage charges from the Equipment Fund related to staff use of Agency vehicles.

7217 State Permits/Fees

PCAS No. Various

This item is requested to cover the cost of a number of fees being charged by the state for various inspection and environmental controls.

7250 Reimbursable Projects

PCAS No. Various

Reimbursable Projects is requested to cover the costs of services provided to other county departments, cities, and other governmental agencies. These costs are reimbursed by the using entity. This sub-object will fluctuate from year to year based on need. This request is to fund work on the ARM Plan for PRMD (PCAS No. 3300).

A minor increase in activity related to the ARM Plan is anticipated for FY 00-01.

7302 Travel Expense

PCAS No. Various

This item is requested to cover the cost of travel expenses to meetings and seminars by Agency staff. The requested increase reflects additional travel costs related to Agency projects and programs.

7303 Private Car Expense

PCAS No. Various

Private Car Expense is reimbursed to employees for the use of their private vehicles. No change is requested.

7400 County Data Processing

PCAS No. 108-9

This is the estimate given by the Data Processing Department for the costs associated with the Agency's access to the County's IBM computer system for payroll, purchasing, benefit assessments and sanitation masterfiles.

Character: Other Charges

Character No.: 672105-75

7920 Interest

Interest is requested to cover the cost of payment of interest on retention funds withheld from contractors.

7960 Rights of Way

This item is requested to cover right of way costs not specifically designated to a project.

8010 Contribution Non-Co Govt

The FY 99-00 request was to fund a contribution to the Economic Development Board for the County's Pollution Prevention Program. No funds are requested for FY 00-01.

FY 2000-01 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Fixed Assets

Character No.: 672105-85

8560 Equipment

This item is to request funds for the purchase of three tooling machines (\$60,000) and equipment purchases which may be identified during the fiscal year (\$15,000).

8561 Office Equipment

This item will provide for office equipment which may be required to meet operational needs arising during the fiscal year.

8562 Computer Equipment

The FY 00-01 request will fund the purchase of a scanner for the Automated Records Management System (\$7,500) and the replacement of two servers which have been in continuous use since 1993 (\$150,000). The servers store all data for the College Avenue site and process mission-critical applications.

8571 Field Equipment

The following diagnostic equipment is requested:

Lab/Industrial Waste

(2) Portable Samplers @ \$8,000 16,000

8574 Shop Equipment

This request is for shop equipment which may be required to meet operational needs arising during the fiscal year.

Character: Other Financing Uses

Character No.: 672105-86

8621 OT - W/in General Fund - BOS

This item will record a transfer of funds to the Waste/Recycled Water Loan Fund. Request is to provide start-up funds to implement a loan program to finance sanitation and/or recycled water projects which may require interim financing.

8625 OT - W/in Special Dist - BOS

Russian River Projects Fund \$1,000,000

Transfer of funds to the Russian River Projects fund to be used (1) to pay the costs for water supply and erosion control activities along the Russian River arising from assurances given by the Sonoma County Water Agency for the construction of the Coyote Valley Dam Project and the Warm Springs Dam Project; (2) to pay the costs incurred by Sonoma County Water Agency in securing and defending the Agency's appropriative water rights necessary for the realization of the full benefit of those projects; (3) to pay the costs incurred by the Sonoma County Water Agency in operating the Coyote Valley Dam and Warm Springs Dam projects, and (4) to pay the costs for water supply issues arising from activities of the Potter Valley Project.

FY 2000-01 BUDGET

CHARACTER JUSTIFICATION

Department - Division: Sonoma County Water Agency - Administration and General

Section Title: General Fund

Character: Other Financing Uses (continued)

Character No.: 672105-86

8625 OT - W/in Special Dist - BOS (continued)

Recycled Water Fund \$1,000,000

Transfer of funds to the Recycled Water fund is required to finance staff and construction costs associated with the following projects:

Petaluma Wastewater Project	\$400,000
North County Geysers/Ag Reuse	400,000
Napa-Sonoma Marsh Wetland Restoration	200,000
	\$1,000,000

Character: Reimbursements

Character No.: 672105-87

8709 Reimbursements - Interfund

Reimbursements-Interfund are used to recover labor and overhead charged to the enterprise activity, the flood control zones, and the sanitation zones and districts. The requested increase is due to salary and benefit increases and cost recovery of new positions.

Character: Residual Equity Transfer

Character No.: 672105-88

8865 RET - W/in Special Dist - BOS

The FY 99-00 adopted budget reflects a technical adjustment reclassifying the transfer of funds to the Russian River Projects fund from an operating transfer to a residual equity transfer. Due to the nature and purpose of this transfer, which is a recurring transaction to provide annual funding for ongoing operations and projects in the Russian River Projects fund, the FY 00-01 request is classified as an operating transfer.

Character: Appropriations for Contingencies

Character No.: 672105-90

9000 Appropriations for Contingencies

An appropriation for contingency amount of \$500,000 is requested in FY 00-01 to provide for unexpected emergency purchases or revenue shortfalls.

FY 2000-01 BUDGET
REIMBURSEMENT (COST APPLIED) SUMMARY

Section:	Administration & General		Number:	672105 - 8709
	Index	Description	Sub-Object	FY 00-01 Amount
<u>Charges From :</u>	672105	Administration & General	5100 - 5904	\$19,800,000
<u>Charges To :</u>	673202	Zone 1A Laguna Mark West	Various	1,825,000
	673301	Zone 2A Petaluma	Various	325,000
	673400	Zone 3A Valley of the Moon	Various	130,000
	673509	Zone 5A Lower Russian River	6180	90,000
	673707	Zone 8A South Coast	6180	45,000
	674614	Russian River Projects	Various	757,000
	674622	Recycled Water Fund	6522	327,000
	675108	Water Transmission	6522	6,392,000
	675405	Storage Facilities	Various	520,000
	675413	Pipeline Facilities	Various	0
	675421	Common Facilities	Various	2,199,000
	687103	Equipment Fund	6140	440,000
	687202	Facilities Fund	6180	101,000
	676106	Sears Point	6522	18,000
	677104	Graton	6522	104,000
	677310	Graton Construction	Various	6,000
	678102	Sea Ranch	6522	20,000
	678300	Sea Ranch Construction	Various	30,000
	680108	Penngrove	6522	31,000
	680306	Penngrove Construction	Various	3,000
	681106	Geyserville	6522	50,000
	681304	Geyserville Construction	Various	14,000
	682104	Airport-Larkfield-Wikiup	6522	378,000
	682302	Airport-Larkfield-Wikiup Construction	Various	500,000
	650101	Forestville CSD	6522	92,000
	650507	Forestville CSD Construction	Various	100,000
	651109	Occidental CSD	6522	93,000
	651505	Occidental CSD Construction	Various	100,000
	652107	Russian River CSD	6522	752,000
	652305	Russian River CSD Construction	Various	103,000
	653105	Sonoma Valley CSD	6522	2,000,000
	653303	Sonoma Valley CSD Construction	Various	2,000,000
	654103	South Park CSD	6522	75,000
	654301	South Park CSD Construction	Various	180,000
<i>Total</i>				<u><u>\$19,800,000</u></u>

FY 2000-01 BUDGET
STATEMENT OF SPECIAL FUND ACTIVITY

Department: Sonoma County Water Agency - Administration and General
Section: General Fund
Index No.: 672105

DESCRIPTION OF FUND ACTIVITY	Actual FY 98-99	Estimated FY 99-00	Requested FY 00-01
Undesignated/Unreserved <u>BEGINNING</u> Fund Balance			
Available for Budgeting (See Detailed Components Below)	\$3,388,398	\$2,786,720	\$2,016,939
Annual Revenues and Expenditures:			
Revenues - Increase fund balance	\$5,244,621	\$5,092,705	\$2,969,300
Expenditures - (Decrease) fund balance	(\$5,732,853)	(\$5,862,486)	(\$4,079,182)
Net Surplus or Deficit - Increase/(Decrease) to fund balance	(\$488,232)	(\$769,781)	(\$1,109,882)
Adjustments to Reserves/Encumbrances:			
Outstanding Encumbrances - (Decrease) fund balance	(\$135,502)		
Fund Bal Reserved For Inventory - Net Change	\$22,298		
Fund Bal Reserved for Contingencies - Net Change	\$0		
Fund Bal Reserved for Petty Cash	(\$250)		
Net Adjustment - Increase/(Decrease) to Fund Balance	(\$113,454)	\$0	\$0
Undesignated/Unreserved <u>ENDING</u> Fund Balance			
Available for Budgeting	\$2,786,712	\$2,016,939	\$907,057
Total Increase/(Decrease) in Fund Balance for Fiscal Year (Difference between Beginning and Ending Balance)	(\$601,686)	(\$769,781)	(\$1,109,882)
<u>Fund Balance Components at Beginning of FY</u>	7/1/98	7/1/99	
Cash	\$4,044,576	\$3,615,037	
Due from Other Governments	0	0	
Accounts Receivable	0	0	
Inventory	39,465	17,167	
Accounts Payable	(139,114)	(150,692)	
Salaries & Benefits Payable	(236,563)	(261,372)	
Encumbrances	(205,251)	(340,753)	
FB Res for Inventory	(39,465)	(17,167)	
FB Res for Contingencies	(75,000)	(75,000)	
FB Res for Petty Cash	(250)	(500)	
Total Beginning Fund Balance	\$3,388,398	\$2,786,720	